



# Hampstead Norreys Parish Council

## MINUTES OF THE HR COMMITTEE MEETING

Minutes of the HR Committee Meeting held on Monday 19<sup>th</sup> January 2026, in the Memorial Room, Hampstead Norreys Village Hall. Commencing at 7:36 pm.

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Members Present: Councillor Stephen Miller, Chair  
Councillor Toby Harris, Deputy Chair  
Councillor Ros Maskell

Members Absent: None

Officers Present: Sarah Marshman, Clerk

In Attendance: 0 Members of the Public

**HR25/001 To consider electing a Chair of the HR Committee for 2025/26**

Resolved: To elect Councillor Stephen Miller as Chair of the HR Committee for 2025/26.

**HR25/002 To consider electing a Deputy Chair of the HR Committee for 2025/26**

Resolved: To elect Councillor Toby Harris as Deputy Chair of the HR Committee for 2025/26.

**HR25/003 To receive, and consider for acceptance, apologies for absence from Members of the Committee**

All Members of the Committee were present so there were no apologies.

**HR25/004 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation**

There were no declarations of interest or requests for dispensation.

**HR25/005 To receive questions or comments from members of the public or representations from any member who has declared an Other Registerable or Non-Registerable Interest**

There were no questions, comments or representations.

**HR25/006 To approve the Minutes of the HR Committee Meeting held on 11th November 2024**

Resolved: The members agreed to accept the minutes of the previous meeting as a true and accurate record, after which the Chair signed them.

**HR25/007 To review the HR Committee Terms of Reference**

The Committee reviewed the Terms of Reference.

- HR25/008 To review the Training and Development Policy**  
 Recommendation: That the policy be updated to reflect the revised training requirements and brought to Full Council for review.
- HR25/009 To resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw**  
 Resolved: To exclude the Public and Press from Minutes HR25/010 - HR25/016 due to the confidential nature of the business to be transacted.
- HR25/010 To review Councillor training requirements**  
 Recommendation: That, once the updated Training and Development Policy is published, Councillors review the policy and identify any further training needs.
- HR25/011 To review employee annual appraisals**  
 The Committee reviewed the employee annual appraisals.
- HR25/012 To consider employee training requirements**  
 Resolved: That the Council agrees to cover the costs of the SLCC Practitioners Conference each year, on the basis that the existing cost-sharing arrangements for the Clerk's professional development remain in place and that there is no change to the current Clerk arrangements. Should either of these conditions change, the matter must be referred back to the Committee for further consideration.
- HR25/013 To receive an update on SLCC salary scales for 2025/26**  
 The Committee reviewed the SLCC salary scales for 2025/26.
- HR25/014 To review staff working hours**  
 Resolved: That, following review, the existing staff working hours remain unchanged.
- HR25/015 To consider staff salaries and working from home allowance**  
 Resolved: That, following review of staff salaries and the working-from-home allowance, the allowance be increased by £10 per month.
- HR25/016 To review staffing and training budgets for 2026/27**  
 Recommendation: That the 2026/27 budget include £350 for training, £450 for staff expenses, and £7,800 for staff employment costs, and that this be recommended to Full Council for approval.
- HR25/017 Matters for future consideration or information**  
 There were no matters for future consideration or information.

There being no further business, the meeting was closed at 8:27 pm.

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_